

U.S. ARMY CHEMICAL MATERIALS AGENCY
PINE BLUFF ARSENAL
FY 04 INTERNAL REVIEW PROGRAM

<u>Function Code</u>	<u>AREA OF REVIEW</u>	<u>1st Qtr</u>	<u>2d Qtr</u>	<u>3d Qtr</u>	<u>4th Qtr</u>	<u>TOTALS</u>	<u>REMARKS</u>
6	<u>PROCUREMENT-OTHER</u>						
	Government Purchase Card Program Determine whether purchases were IAW guidance for the Government Purchase Credit Card Program, and controls were adequate to prevent fraud, waste, and abuse.			25		25	Required by AFAR 13.9002
	Estimating Procedures for CIP Complete audit of estimating procedures to determine factors which contribute to under/over estimation of costs on Captial Investment Projects.		20			20	Requested by AMSSB-OPB-DET
11	<u>MANUFACTURING & PRODUCTION</u>						
	Care, Maintenance & Surveillance of Industrial Stocks Determine if the staffing level required to support Care, Maintenance & Surveillance of Industrial Stocks stored at PBA is necessary.				20	20	Requested by AMSSB-OPB-DAO
	Inventory Discrepancies in Direct Materials Evaluate continuing problem of direct materials lost in warehouses. Determine if corrective action on inventory records is accomplished in a timely manner.			5	20	25	Requested by AMSSB-OPB-DAO
13	<u>SUPPLY OPERATIONS-RETAIL</u>						
	Mobile Equipment Servicing & Maintenance Evaluate local management control over vehicle maintenance to determine if it is effective and efficient.		15	4		19	Requested by AMSSB-OPB-DL

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20	<u>INTELLIGENCE & SECURITY</u>						
	Surety Management Pre-Inspection Review Determine if CAIRA personnel training requirements have been met. Determine if Personnel Reliability Program documentation meet regulatory requirements. Determine if security support requirements are IAW regulations.		40	30		70	Required by XO
	Chemical Surety Pre-Inspection Review Review Chemical Surety areas to identify any deficiencies which require corrective action.	40				40	Required by XO
	Physical Security Survey Review physical security of Arsenal to identify any areas which are deficient and require corrective action.			10	40	50	Required by XO
26	<u>COMPTROLLER SERVICES</u>						
	FY 03 Unliquidated Obligations Determine whether unliquidated obligations for FY 03 have been identified and reported as required by Congress.	28				28	Required by DFAS 37-1.
	FY 03 Group Awards Program Determine if the Net Operating Results of PBA met or exceeded the budgeted NOR for FY 03, and, if so, what the GAP should be for FY 03.	15				15	Required by AMSSB-O
	Use of Government Travel Card Determine if travelers have used the card for purposes not authorized by travel orders.	15				15	Required by AMC CG

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26	Overtime Review usage of overtime to determine whether it was properly approved and was necessary.	10	10			20	Required by Cdr's Policy Letter 37-1
	Business Premium Travel Determine if travelers have traveled using first class tickets which are not authorized for government travel		10	5		15	Required by AMC CG
	Time & Attendance Procedures Determine whether controls over Time & Attendance are adequate to prevent waste and abuse.		10		10	20	Required by AMC CG
	Management Control Program Evaluate whether areas, which have management control checklists due in FY 04, were adequately evaluated, whether material weaknesses were identified and reported to the Commander for his FY 04 Annual Assurance Statement.			20	5	25	Required by CO
	FY 04 Unliquidated Obligations Determine whether unliquidated obligations as of 30 Sep 04 include all outstanding obligations.				21	21	Required by DFAS 37-1.
	BRAC Data Verification Determine whether data input for FY 05 BRAC is accurate.	10	10	10	10	40	Required by XO
33a	<u>LIAISON</u>	5	11	7	0	23	
33b	<u>FOLLOWUPS</u>	8	7	11	0	26	
99	<u>OTHER(Convenience Checks, Audit Alerts, Cash Counts)</u>	8	8	8	6	30	
	TOTAL DIRECT TIME	139	141	135	132	547	

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<u>INDIRECT AND ADMINISTRATIVE TIME</u>					
Orientation & Training	0	11	15	5	31
Leave and Holidays	40	24	26	42	132
Management and Administration	19	19	19	19	76
Technical Functions	0	0	0	0	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
TOTAL INDIRECT & ADMINISTRATIVE TIME	59	54	60	66	239
TOTAL DIRECT TIME	139	141	135	132	547
GRAND TOTAL	<u>198</u>	<u>195</u>	<u>195</u>	<u>198</u>	<u>786</u>

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